



STATEWIDE PERSONNEL  
— S Y S T E M —

**Edit Position Restrictions**

November 2014



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## Edit Position Restrictions Business Process

### **Business Process Overview**

The Edit Position Restrictions business process allows you to edit position(s). This business process gives you the ability to reclassify or change the positions using various reasons. See the Events and Reasons section below for details.

If you make a change to a position that is filled, you must also update the associated worker's job information using Change Job business process (discussed in the previous lesson). The steps in the Edit Position Restrictions business process are listed in the table below.

Process Steps	Role	Description
<b>Initiate the process</b>	HR Coordinator	Enter the request and submit via Workday
<b>Change Organization Assignments</b> (if applicable)	HR Coordinator	Update the Authorized % when splitting or reconsolidating a position.
<b>Attach Supporting Document</b> (if applicable)	HR Coordinator	Complete and attach reclassification study supporting documents. (MS-52 Form, MS-44/2024 Form)
<b>Agency Approvals</b>	HR Partner	Review and approve or deny transaction. Review attachments using the Edit Position Restriction Attachments report.
	Appointing Authority Partner	Review and approve or deny transaction. Review attachments using the Edit Position Restriction Attachments report.
<b>Budget Approvals</b> (if applicable)	Budget Finance Partner Budget Administrator	Review and approve or deny 'Split a Position' and 'Reconsolidate a Position' transactions.
<b>Reclassification Study Review</b> (if applicable)	Central Class Support Staff	Review the transaction and attachment (using the Edit Position Restriction Attachments report) for completeness.
	Central Class Partner	Review study request; assign an analyst and a due date.
	Central Class Analyst	Perform study; create and attach Study Memorandum
	Central Class Partner	Review study results; approve or deny study request.
<b>Job Change for Worker</b> (if position is filled)	HR Coordinator	If the position is filled, the HR Coordinator will process a Job Change to update the Worker profile.
		Initiate Job Change
		Propose Compensation
		Role Assignment To Do; Reassign Roles to another Worker (based on user based and roles security.
		Review Pay Group.
		Manage Business Process for Worker.

**NOTE:** Your request is routed based on the type of transaction submitted as noted above, whether the position is filled or unfilled, and other conditions as noted above.



### **Events and Reasons**

You must select one of the following reasons listed in the table below when initiating an Edit Position Restrictions request. Your request is routed for approval based on the reason selected.

Event	Reason
Change in Positions	Change in Position>Change Location
	Change in Position> Reconsolidate a Split Position
	Change in Position> Split a Position
	Change in Position> Update MS-22
Reclassification	Reclassification>Benchmark
	Reclassification>Benchmark Study
	Reclassification>Non-Competitive Promotion
	Reclassification>Reclassification Study
	Reclassification>Special Condition
	Reclassification>Vacancy Downgrade

### **Before you begin**


You will need the following information to complete the Edit Position Restrictions process:

- Position Change Reason
- Job Posting Title
- Availability Date
- Earliest Hire Date
- Job Profile (if applicable)
- Location
- Time Type
- Responsibilities (if applicable)

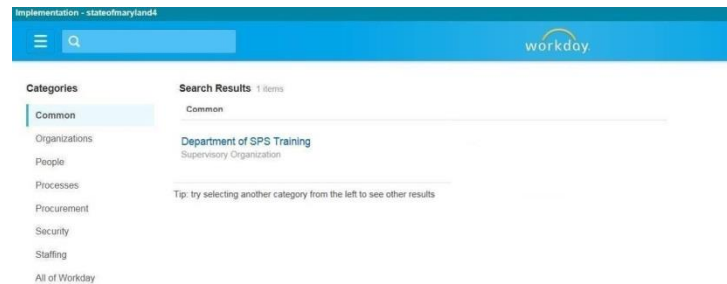
## Edit Position Restrictions

The procedure to initiate the Edit Position Restrictions process follows.

### Procedure:

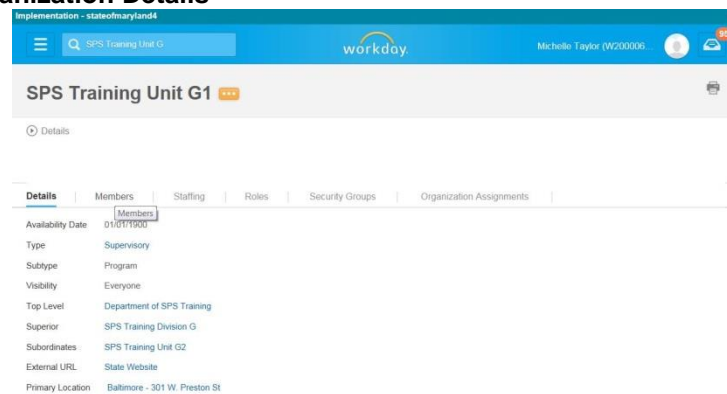
1. Type the Supervisory Organization in the Search field.
2. Click on the search  icon.

#### Home




3. Click the Supervisory Organization hyperlink.

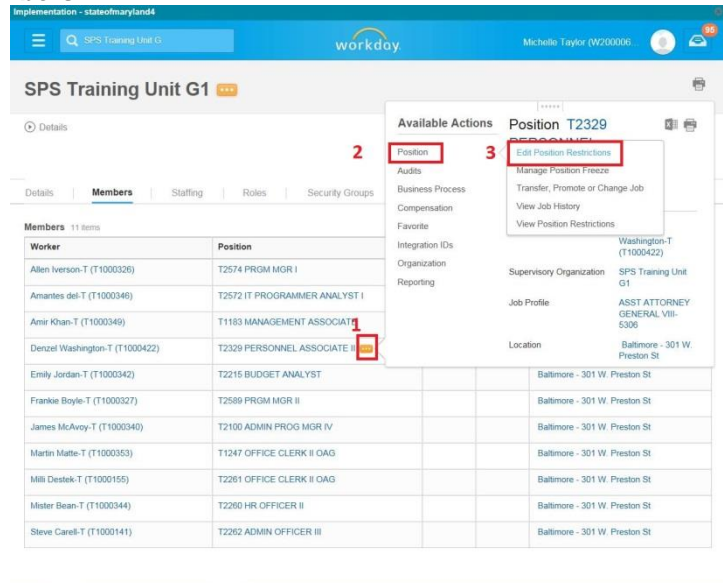
#### Supervisory Organization Details



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4. Identify the position you want to update. Click the Members tab to update a filled position or Staffing tab to update an unfilled position.
5. Click on the Related Actions and Preview  button next to the position.

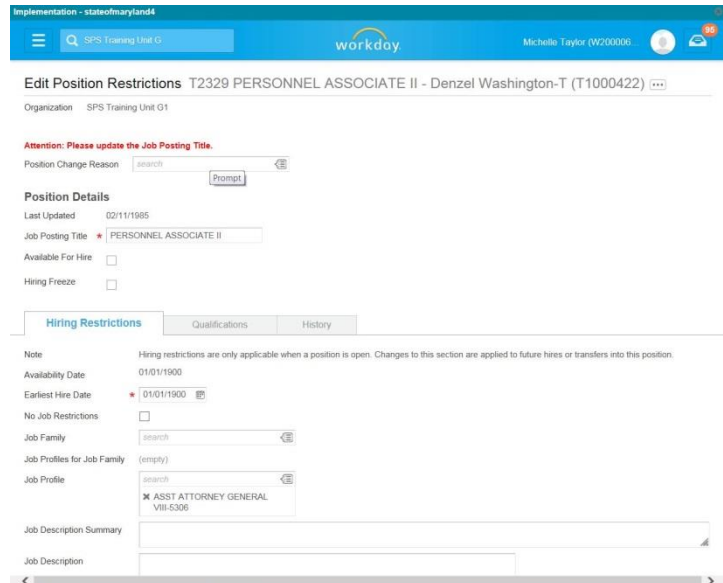
## Organization Members



Worker	Position	Location
Allen Iverson-T (T1000326)	T2574 PRGM MGR I	Baltimore - 301 W. Preston St
Amantes del-T (T1000346)	T2572 IT PROGRAMMER ANALYST I	Baltimore - 301 W. Preston St
Anir Khan-T (T1000349)	T1183 MANAGEMENT ASSOCIAT	Baltimore - 301 W. Preston St
Denzel Washington-T (T1000422)	T2329 PERSONNEL ASSOCIATE II	Baltimore - 301 W. Preston St
Emily Jordan-T (T1000342)	T2215 BUDGET ANALYST	Baltimore - 301 W. Preston St
Frankie Boyle-T (T1000327)	T2589 PRGM MGR II	Baltimore - 301 W. Preston St
James McAvoy-T (T1000340)	T2100 ADMIN PROG MGR IV	Baltimore - 301 W. Preston St
Martin Matte-T (T1000353)	T1247 OFFICE CLERK II OAG	Baltimore - 301 W. Preston St
Mili Destek-T (T1000155)	T2261 OFFICE CLERK II OAG	Baltimore - 301 W. Preston St
Mister Bean-T (T1000344)	T2260 HR OFFICER II	Baltimore - 301 W. Preston St
Steve Carrell-T (T1000141)	T2262 ADMIN OFFICER III	Baltimore - 301 W. Preston St

6. In the menu, hover over Position and then click Edit Position Restrictions.

## Edit Position Restrictions



**Position Change Reason**

Position Details

Last Updated: 02/11/1995

Job Posting Title: PERSONNEL ASSOCIATE II

Available For Hire: ☐

Hiring Freeze: ☐

**Hiring Restrictions**

Note: Hiring restrictions are only applicable when a position is open. Changes to this section are applied to future hires or transfers into this position.

Availability Date: 01/01/1900

Earliest Hire Date: 01/01/1900

No Job Restrictions: ☐

Job Family:

Job Profiles for Job Family:

Job Profile: ASST ATTORNEY GENERAL VIII-5306

Job Description Summary:

Job Description:


7. Type or use the prompt to select the Position Change Reason.

8. Select one of the following options:

If	Then
The reason selected is in the Change in Position category....	Update one or more of the following fields, as applicable:
	• Job Posting Title
	On the <b>Hiring Restriction</b> Tab:
	• Earliest Hire Date (if needed)
	• Job Profile
	• Location (if the primary location for the position is changing)
	• Time Type (if the position scheduled hours is changing)
	On the <b>Qualifications</b> tab (MS-22 updates):



	<ul style="list-style-type: none"><li>• Responsibilities</li><li>• Work Experience</li></ul>
The reason selected is in the Reclassification category....	Update following fields:
	<ul style="list-style-type: none"><li>- Job Posting Title</li></ul>
	On the <b>Hiring Restriction</b> Tab: <ul style="list-style-type: none"><li>• Job Profile (if job class is changing)</li></ul>

9. Click the Submit  button. This will submit the position request and route to the next step in workflow.



**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.



**Tip:** After completing a task in the business process, you can view the next steps.

- Click the drop-down arrow next to **Details and Process** to expand the section
- Click the **Process** tab to see the path that the process will take.
- See the Check the Status of a Business Process section of this guide for details on how to view, access, or complete other tasks in the process.

10. The next step is dependent on the reason for the request. Click the displayed button to open the next task or click **Done**.

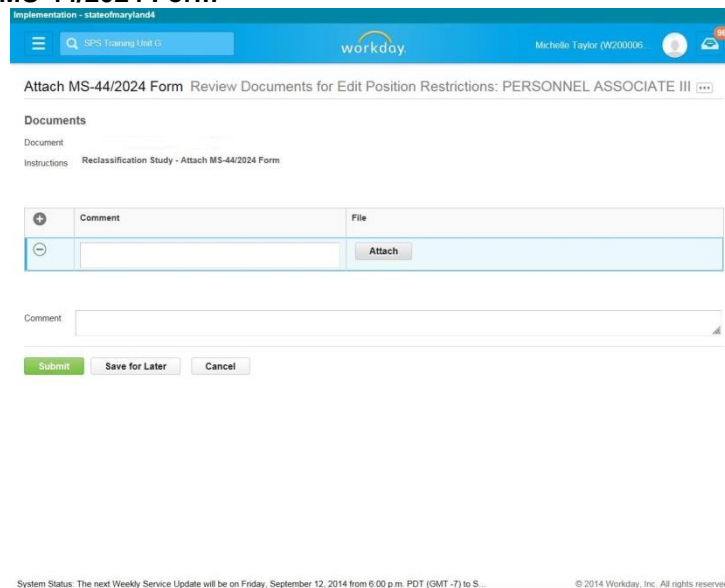
11. The System Task is complete.

## Attach Documentation (for a Reclassification or Benchmark Study)

If you are submitting a Reclassification Study or Benchmark study request you need to attach the appropriate form to complete your Edit Position Restrictions request. You may access this task directly after submitting the initial request or from you inbox.

### Procedure:

#### Attach MS-52 or MS-44/2024 Form



Implementation - stateofmaryland4

SPS Training Unit > Attach MS-44/2024 Form

Attach MS-44/2024 Form Review Documents for Edit Position Restrictions: PERSONNEL ASSOCIATE III

Documents

Document

Instructions Reclassification Study - Attach MS-44/2024 Form

Comment	File
	Attach

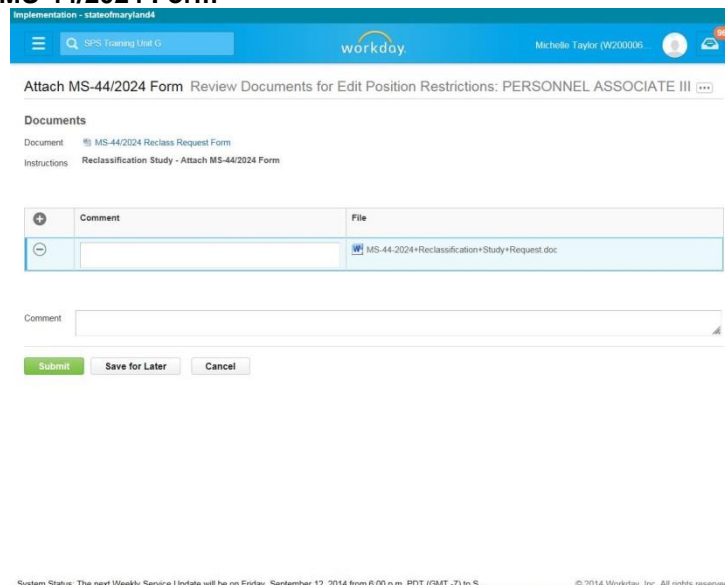
Comment

Submit Save for Later Cancel

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1. Click the **Attach** button.
2. Browse for the document and attach the document.

#### Attach MS-52 or MS-44/2024 Form



Implementation - stateofmaryland4

SPS Training Unit > Attach MS-44/2024 Form

Attach MS-44/2024 Form Review Documents for Edit Position Restrictions: PERSONNEL ASSOCIATE III

Documents

Document MS-44-2024 Reclass Request Form

Instructions Reclassification Study - Attach MS-44/2024 Form


Comment	File
	MS-44-2024+Reclassification+Study+Request.doc

Comment

Submit Save for Later Cancel

System Status: The next Weekly Service Update will be on Friday, September 12, 2014 from 6:00 p.m. PDT (GMT -7) to S... © 2014 Workday, Inc. All rights reserved.



3. If applicable, enter an attachment comment in the Comment field next to the attached form.
4. Click the **Submit**  hyperlink.



**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

### Attach MS-44/2024 Form



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5. Click the **Done**  button.



**Information:** Your request has been routed for review and approval.



**Tip:** After completing a task in the business process, you can view the next steps.

- Click the drop-down arrow next to Details and Process to expand the section
- Click the Process tab to see the path that the process will take.
- See the Check the Status of the Edit Position Restrictions Business Process section of this guide for details on how to view, access or complete other tasks in the process

6. The System Task is complete.

## Change Organization Assignments (for Split / Reconsolidated Positions)


When a new position has been created or if a position is split or reconsolidated, you must assign organizations to the position. For positions that have been split or reconsolidated, you need to update the Authorized Percent for the position.

The procedure follows.

### Procedure:



**Information:** If you did not assign organizations directly after submitting the edit position restrictions request, access this task from your Inbox. Look for a task that begins with “Assign Organizations.” The position name will be in the task description.

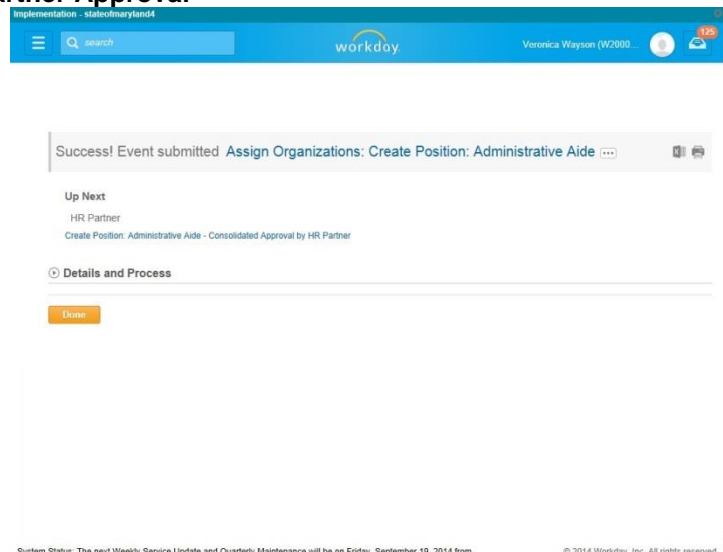
1. Type or use the prompt to select the Authorized %. For example, enter or select a percentage to designate the FTE % for the position such as “100” or “050”
2. Click the **Submit**  button.



**Tip:** If you do not want to submit a task at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

### Next Step: HR Partner Approval



3. The next step in the business process is HR Partner approval. Click the Done  button.



**Tip:** After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.

4. The System Task is complete.

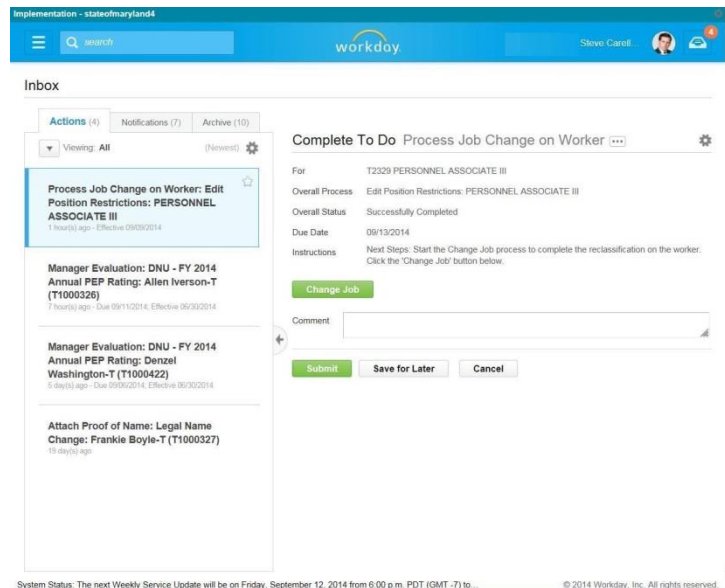
## Change Job for Edit Position Restrictions

When the position change was performed on a filled position, you will need to update the associated worker's job information.

### Procedure:



1. Click the **Inbox**  icon.
2. Click the **View Inbox**  hyperlink.

#### Inbox



The screenshot shows the Workday inbox interface. The top navigation bar includes a search bar and user profile. The inbox list shows a task titled "Process Job Change on Worker: Edit Position Restrictions: PERSONNEL ASSOCIATE III". The task details panel on the right shows the overall process status as "Successfully Completed" and provides instructions for the next steps. A "Change Job" button is prominently displayed in the task details panel.


3. Click on the "Process Job Change on Worker: Edit Position Restrictions" task in your Actions list. The name of the position updated in the Edit Position Restrictions process displays in the task name.

4. Click on the arrow  to expand the view.
5. Click on the Change Job  button to launch this process.

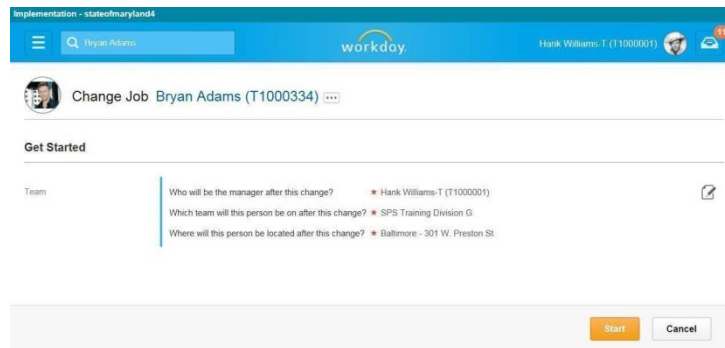
## Change Job




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6. Type or use the prompt to enter the employee's name in the Worker's field.
7. Click the **OK**  button.

## Change Job



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8. Click the Edit  icon to update the following fields on the Start page, if applicable.
  - Who will be the manager after this change? (Enter new manager name, if applicable.)
  - Which team will this person be on after this change? (Review/Enter supervisory org.)
  - Where will this person be located after this change? (Review/Enter Primary Job location or supervisory org)

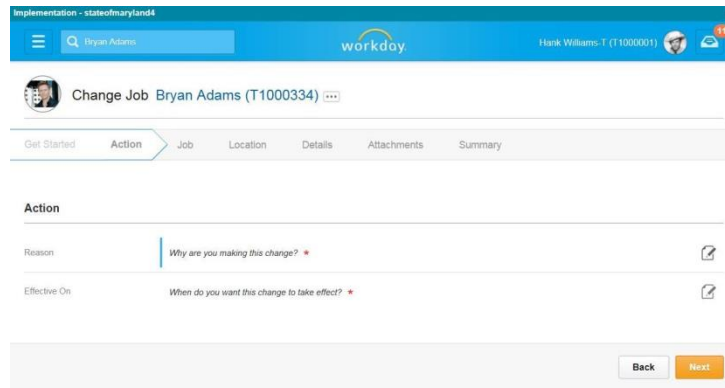


**Information:** The supervisory org and Location default from the manager selected. If the manager supervises more than one team, you will need to select the appropriate supervisory org.




9. Click the **Start** button.

## Change Job

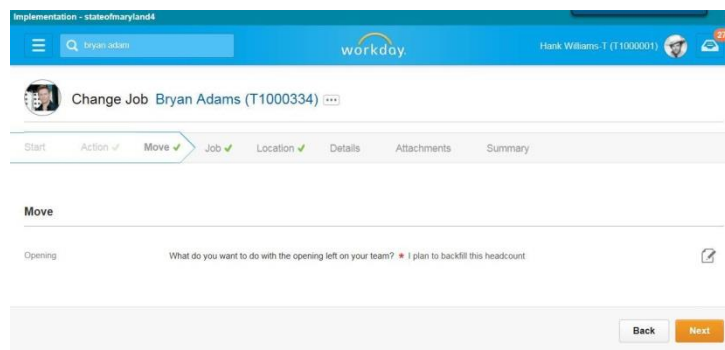


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10. Click the Edit  icon to update the following fields on Action page:


- Why are you making this change? (Enter event reason.)
- When do you want this change to take effect? (Enter the effective date.)

## Change Job



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11. If an employee will have a new manager as result of the job change, the Move page displays.

Click the Edit  icon to update the following field, if applicable:

- What do you want to do with the opening left on your team? (select "I plan to backfill this headcount")

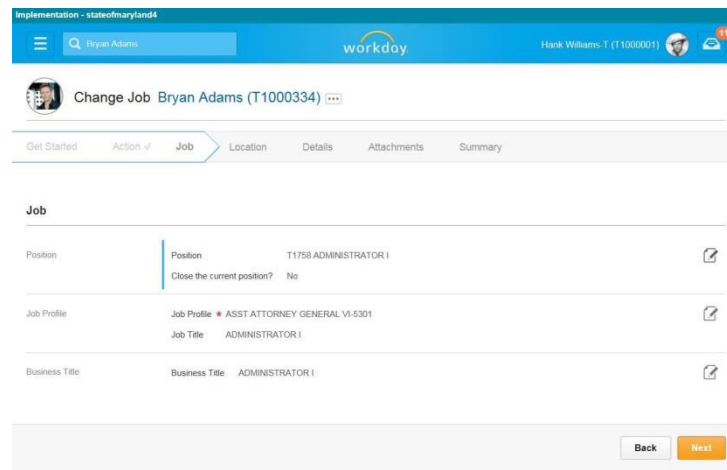


**Information:** ALWAYS select "I plan to backfill this headcount" if you want the position that the employee is leaving to remain open.)



12. Click the Next button.

## Change Job



System Status: The next Weekly Service Update will be on Friday, August 29, 2014 from 6:00 p.m. PDT (GMT -7) to Satur... © 2014 Workday, Inc. All rights reserved.

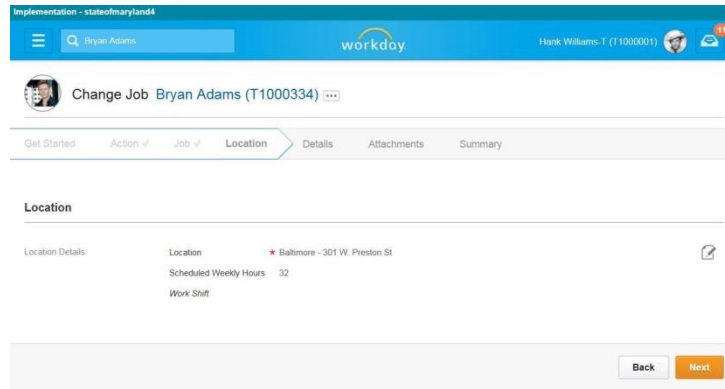
13. Click the Edit  icon to update the following fields on the Job page, if applicable:

- Position (defaults; do not change for reclassifications or if splitting a position)
- Job Profile (defaults from position)
- Job Title (defaults from position)
- Business Title (This is the Working Title and it displays on the org chart; defaults from position; change, if desired.)



14. Click the Next button.

## Change Job



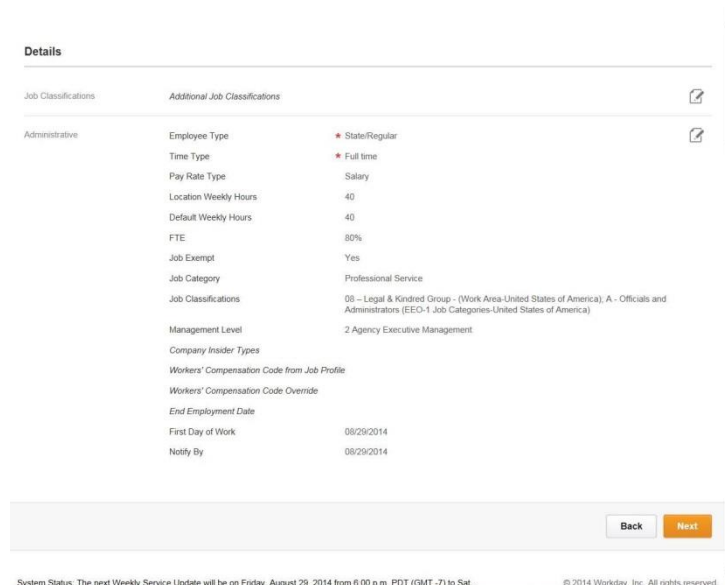
System Status: The next Weekly Service Update will be on Friday, August 29, 2014 from 6:00 p.m. PDT (GMT -7) to Sat... © 2014 Workday, Inc. All rights reserved.

15. Click the Edit  icon to update the following fields on the Location page, if applicable:


- Scheduled Weekly Hours (update if making an FTE change)

16. Click the **Next**  button.

## Change Job



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17. Click the Edit  icon in the Administrative section of the Details page to update the following fields, if applicable:

- Time Type (example part-time/full-time, for FTE changes; this may also default from the position selected)



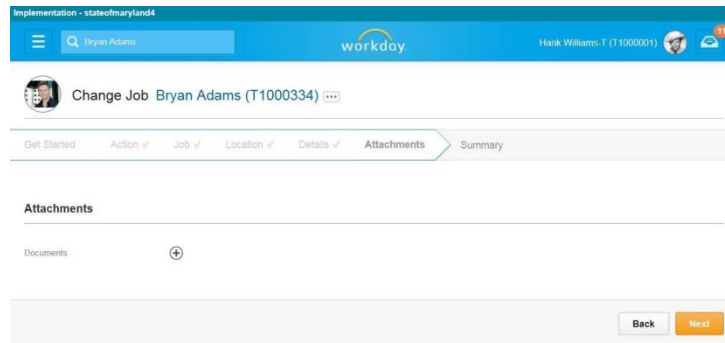


**Information:** Do not update other fields on this page as they default from the position, job profile, or other selections.



18. Click the **Next** button.

## Change Job



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19. Click the Add a New Row  icon to add an attachment, if applicable.

- Select the appropriate **Document Category**
- Click the **Attach** button, browse and select a document to attach.

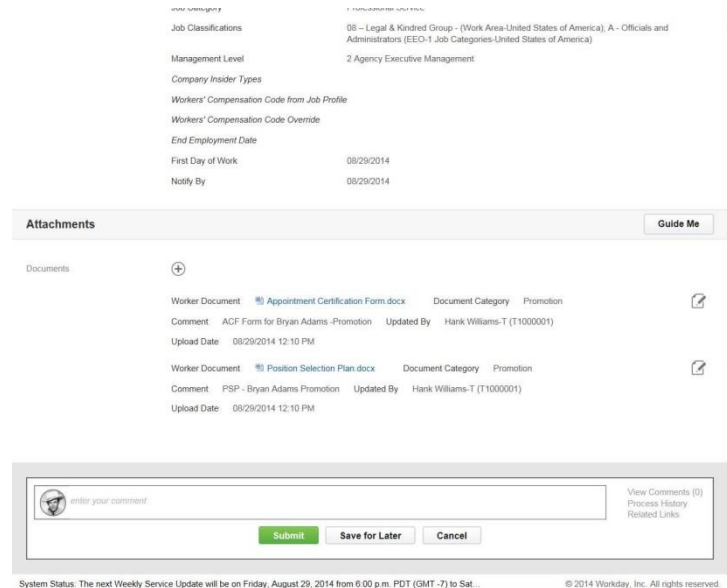


**Information:** Attach the MS-27 Salary Guideline Exceptions here when you go outside of the salary guidelines. You will update the employee's compensation on a later step in the Change Job business process.



20. Click the **Next** button.

## Change Job



21. Review your entries on the Summary page. When you are done, click the Submit button.

**Submit**



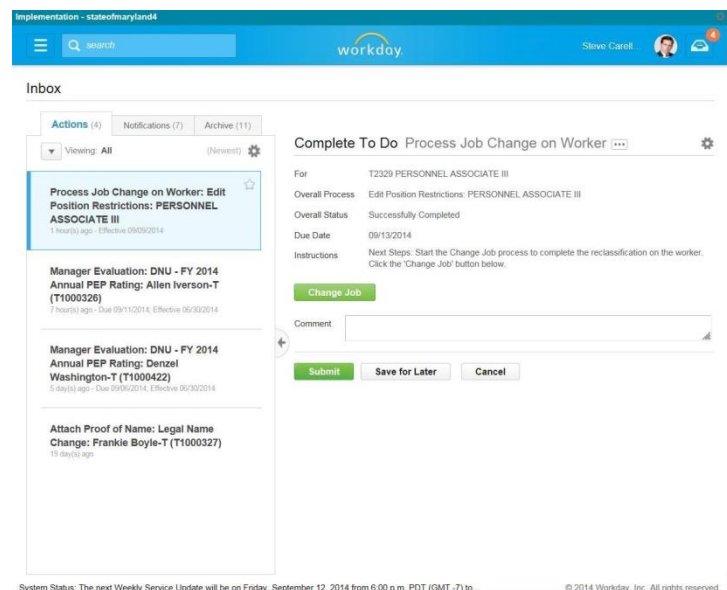
**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

22. Click the **Done** hyperlink.

**Done**

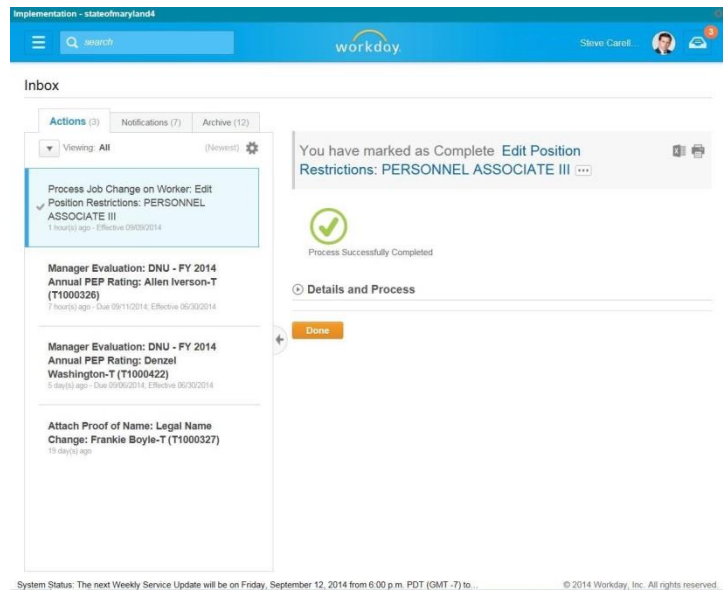
## Inbox



23. You must submit the Change Job task in your Inbox. Click the Submit button.

**Submit**

## Inbox



24. Click the **Done**  hyperlink.

25. The System Task is complete.

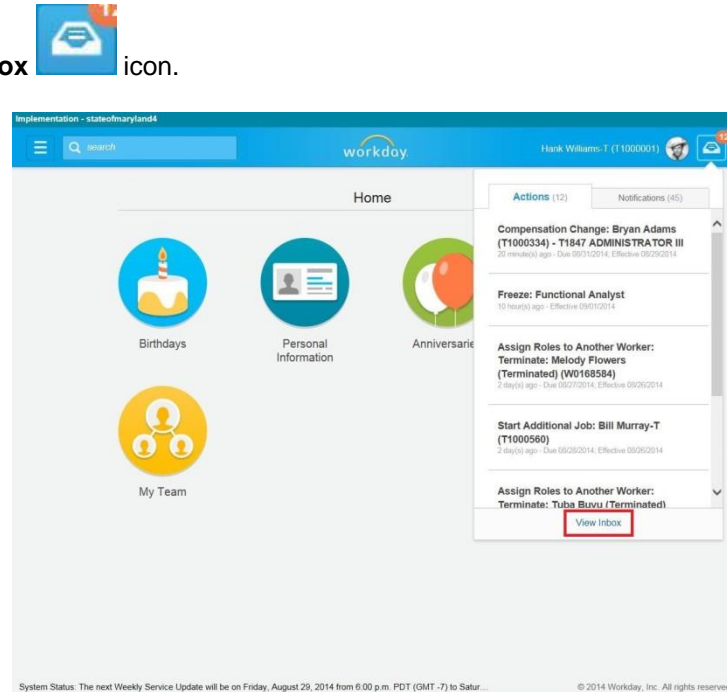
## Propose Compensation

After submitting the job changes for an employee, you will update the employee's compensation. The procedure for this task follows.

**NOTE:** You will not perform this task for transfers.

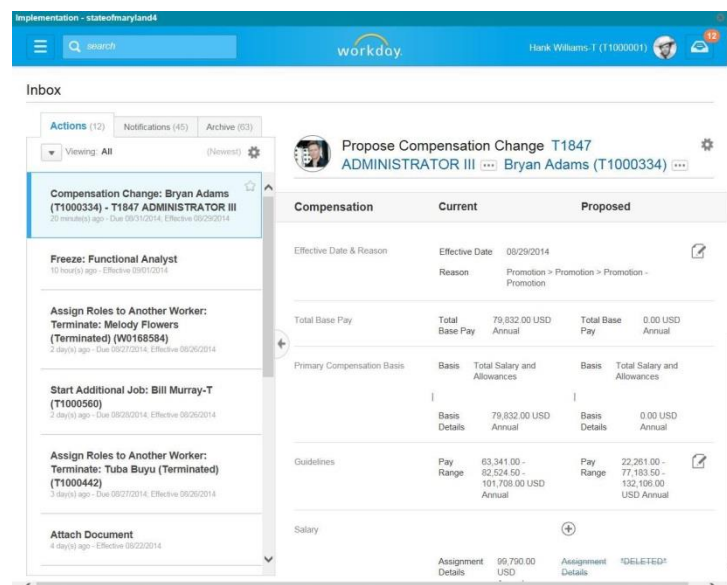
### Procedure:

1. Click the **Inbox** icon.



2. Click the View Inbox hyperlink.

### Inbox

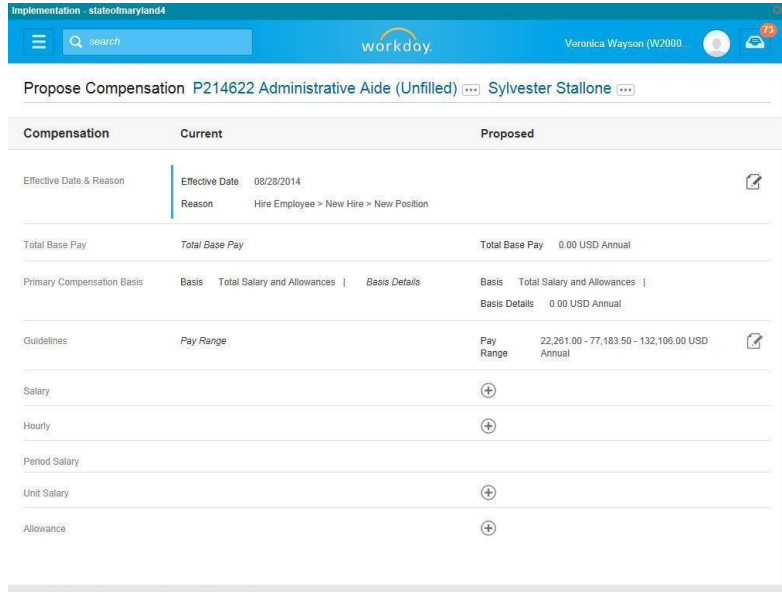


- In your Actions list, click the "Compensation Change" task. HINT: The employee's name is included the task name.

**Compensation Change: Bryan Adams  
(T1000334) - T1847 ADMINISTRATOR III**


- Click the Collapse Inbox  icon.

## Propose Compensation







The screenshot shows the 'Propose Compensation' form in Workday. The form is for employee P214622 Administrative Aide (Unfilled) and is created by Sylvester Stallone. The form is divided into 'Current' and 'Proposed' sections. The 'Current' section shows the effective date as 08/28/2014 and the reason as 'Hire Employee > New Hire > New Position'. The 'Proposed' section shows the total base pay as 0.00 USD Annual. The form also includes a 'Pay Range' section with a range of 22,261.00 - 77,183.50 - 132,106.00 USD Annual. The form is currently in a collapsed state, with only the 'Current' section visible.

Compensation	Current	Proposed
Effective Date & Reason	Effective Date: 08/28/2014 Reason: Hire Employee > New Hire > New Position	
Total Base Pay	Total Base Pay	Total Base Pay: 0.00 USD Annual
Primary Compensation Basis	Basis: Total Salary and Allowances   Basis Details	Basis: Total Salary and Allowances   Basis Details: 0.00 USD Annual
Guidelines	Pay Range	Pay Range: 22,261.00 - 77,183.50 - 132,106.00 USD Annual
Salary		+
Hourly		+
Period Salary		
Unit Salary		+
Allowance		+

- Click the Edit  icon at the right of the row to be edited.

7. Select one of the following options:

If	Then
Employee is paid on the Standard Salary Schedule or any schedule that has a Grade Profile and Step.	<ul style="list-style-type: none"> <li>- Click the <b>Edit</b>  icon in the <b>Guidelines</b> row.</li> <li>- Type or use the prompt to enter the <b>Step</b>.</li> <li>- Click <b>Done</b>.</li> </ul> <p><b>NOTE:</b></p> <p>Compensation defaults based on the job profile. Choosing Step 10 or above requires additional approvals. Refer to Standard Pay Guidelines and Executive Pay Guidelines for more information.</p>
Employee is paid on the Executive Schedule.	<ul style="list-style-type: none"> <li>- Click the <b>Edit</b>  icon in the <b>Salary</b> row.</li> <li>- Enter the salary in the <b>Amount</b> field.</li> <li>- Click <b>Done</b>.</li> </ul>
Employee Type is Contractual - Hourly.	<ul style="list-style-type: none"> <li>- Click the <b>Edit</b>  icon in the <b>Hourly</b> row.</li> <li>- Enter pay rate in the <b>Amount</b> field.</li> <li>- Click <b>Done</b>.</li> </ul>
Employee Type is Contractual – Contract (i.e., fixed term contractual).	<ul style="list-style-type: none"> <li>- Click the <b>Edit</b>  or <b>Add a Row</b> icon in the <b>Allowance</b> row.</li> <li>- In the <b>Compensation Plan</b> field, type or use prompt to select <b>Contract NTE\$</b> from the list, if not already selected.</li> <li>- Enter the contract not to exceed amount (Contract NTE\$) in the <b>Amount</b> field.</li> <li>- Click <b>Done</b>.</li> </ul>

## Propose Compensation

Effective Date & Reason

Effective Date

08/28/2014

Reason

Hire Employee > New Hire > New Position

Total Base Pay

Total Base Pay

Total Base Pay: 0.00 USD Annual

Primary Compensation Basis

Basis

Total Salary and Allowances

Basis Details

Basis

Total Salary and Allowances

Basis Details

Guidelines

Pay Range

Total Base Pay

22,261.00 - 77,183.50

Undo

Salary

Hourly

Period Salary

Unit Salary

Allowance

enter your comment

Submit

Deny

Save for Later

Close

View Comments (0)

Process History

Related Links

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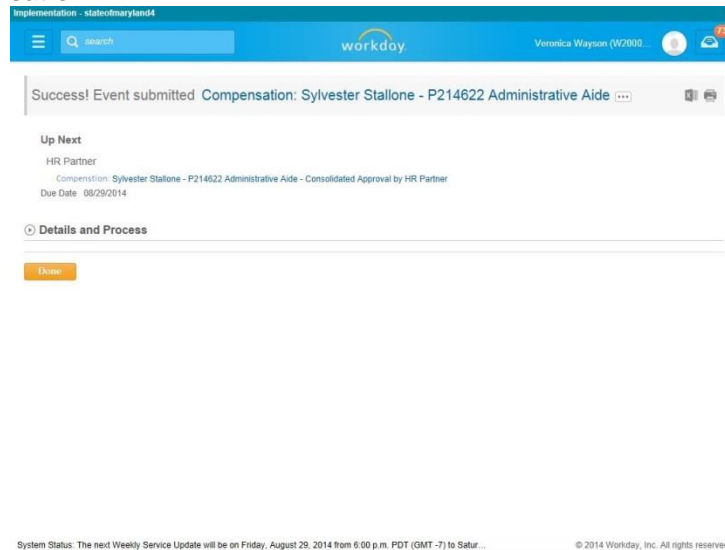
8. Click the **Submit**  button.



**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Deny** to deny the request.
- Click **Save for Later** to save your changes but not submit.
- Click **Close** to close the task and resume at a later time.

## Propose Compensation



9. Click the **Done**  button.



**Information:** The compensation must be approved. The approval routing is based on the reason code selected when hiring the employee.



**Tip:** After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.

10. The System Task is complete.

## Assign Roles to Worker

The Assign Roles to Worker task is a “To Do” that displays when a worker leaves a position. When a worker leaves a job, there may be a need to assign that worker’s roles to another worker.

If the worker’s role is assigned to more than one person, it may not be necessary to assign roles to another worker.

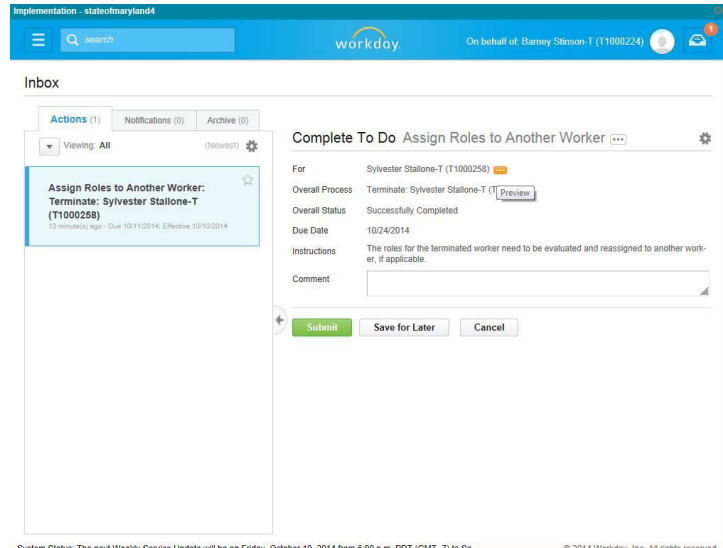
The procedure to assign roles to another worker follows.


### Procedure:



1. Click the **Inbox** icon.
2. Click the **View Inbox** hyperlink.

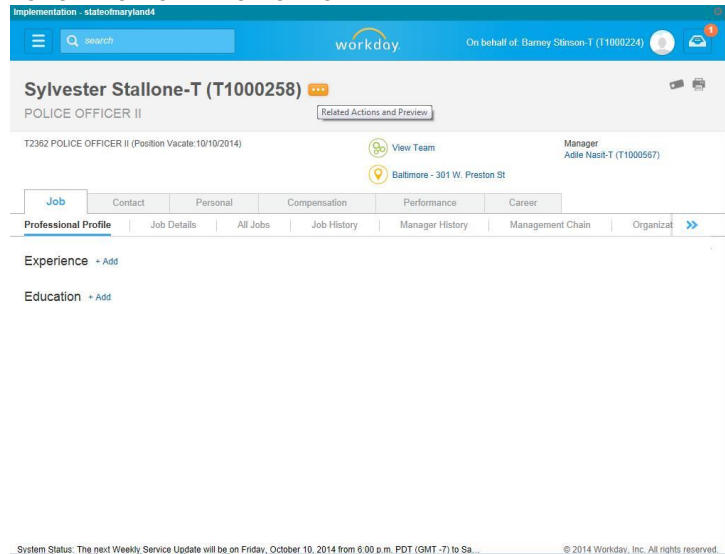
### Inbox




3. Click the Related Actions and Preview icon  next to the worker's name.
4. Click the name of the worker to view the worker's profile.

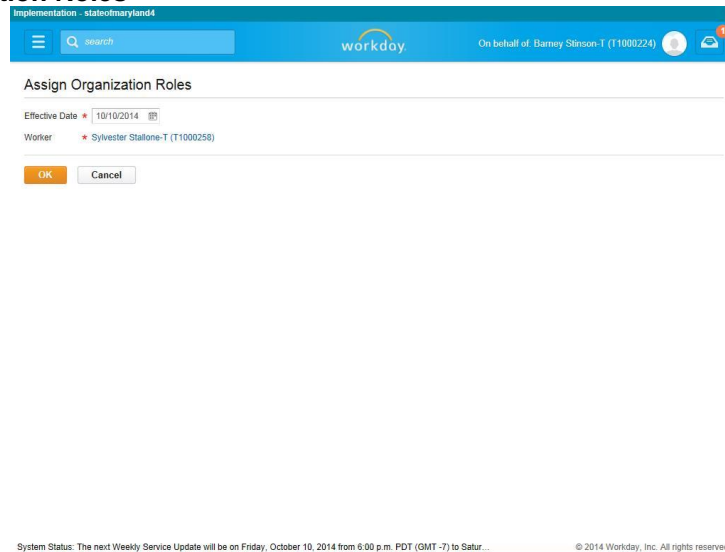


## Professional Profile for Worker - Profile View



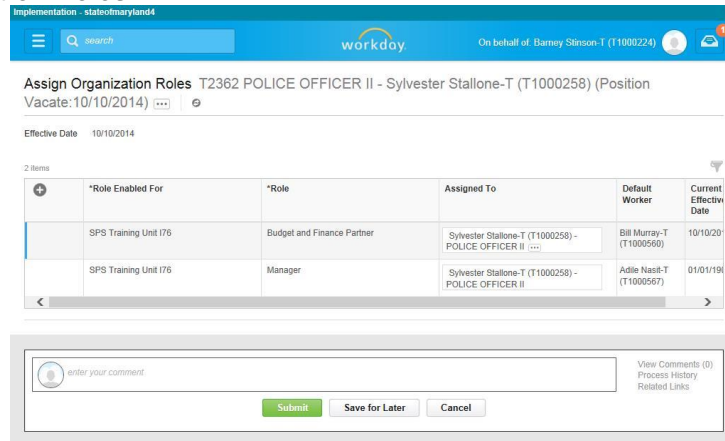
5. Click the Related Actions and Preview  icon next to the worker's name.
6. In the menu, hover over Security Profile and click Assign Roles.

## Assign Organization Roles



7. Click the **OK**  button.

## Assign Organization Roles




System Status: The next Weekly Service Update will be on Friday, October 10, 2014 from 6:00 p.m. PDT (GMT -7) to Satur... © 2014 Workday, Inc. All rights reserved.



### Information:

#### Determining if roles need to be assigned to another worker:

- When there are no rows, the worker does not have any roles assigned. In this scenario, you would not need to assign roles to another worker. You can click **Cancel**.
  - When a worker is assigned roles, there will be a row for each role that the worker is assigned listed by supervisory organization. In this scenario you should review the **Default Worker** column to review any other workers that would carry out the role in the departing worker's absence. If you determine that a role assignment is necessary follow the steps below.
- Click in the Assigned To column and type in the name of the worker for whom you want to assign the role.
  - Click the Submit  button once the appropriate names are populated in the Assigned To column.



**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit
- Click **Cancel** to cancel the process and start at another time



**Information:** The next step in the process is for the Role Maintainer to approve the assigned role.



**Tip:** After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.



10. The System Task is complete.

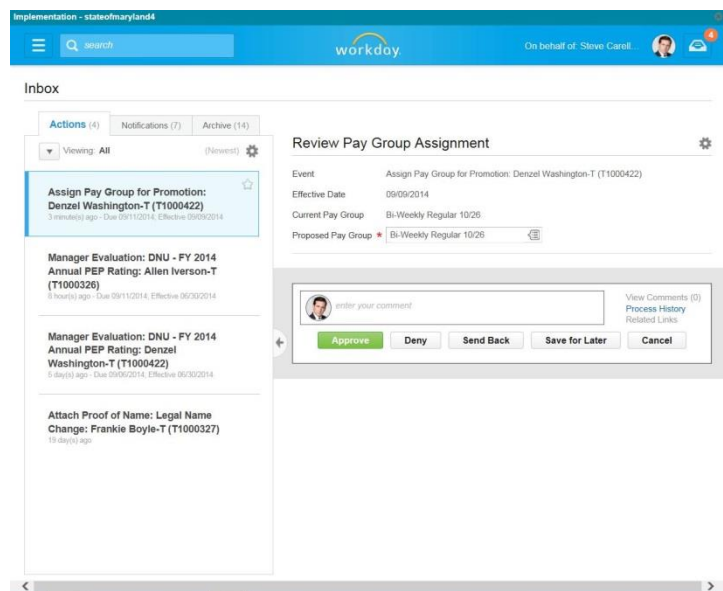
## Assign Pay Group


The Assign Pay Group task requires you to view the default pay group (i.e., Biweekly, Biweekly - Contractual, or Monthly) and change it, if necessary.

### Procedure:

1. Click on the inbox icon 
2. Click on the View Inbox hyperlink  to view the action items in the inbox.

#### Inbox



3. Click the appropriate task in your inbox. **HINT:** The task name includes “Assign Pay group for ...” and includes the workers name and employee ID.
4. Click on the arrow  to collapse the inbox.
5. Verify the default pay group. If needed, use the prompt to enter the Proposed Pay Group,



**Information:** The Proposed Pay Group is the defaulted pay group that is associated with the previous position. Review the pay group and modify it if necessary.

6. Click the **Approve**  button.
7. Click the **Done**  button.



**Tip:** After completing a task in the business process, you can view the next steps.

- Click the drop-down arrow next to Details and Process to expand the section
- Click the Process tab to see the path that the process will take.
- See the Check the Status of a Business Process section of this guide for details on how to view, access or complete other tasks in the process.



-

8. The System Task is complete.

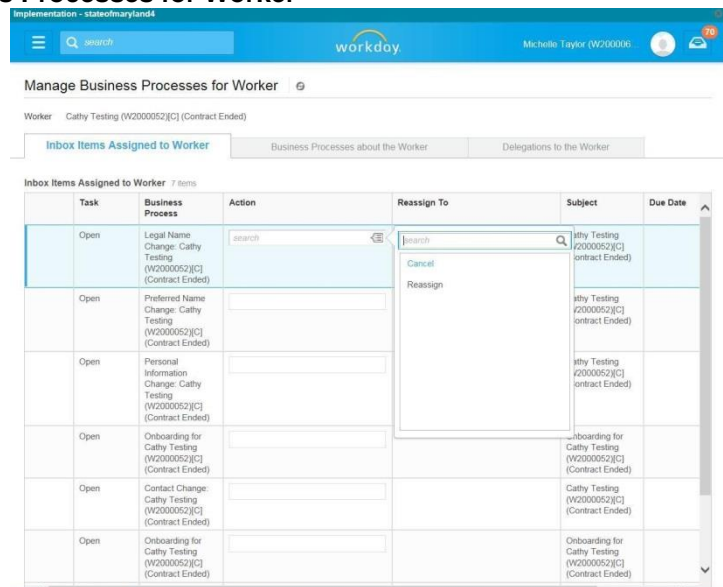
## Manage Business Processes for Worker

The Manage Business Processes for Worker task is used when there are pending tasks for a worker that is leaving a position. This process allows you to reassign or cancel business processes for the terminated worker.

### Procedure:


1. Click the Inbox  icon.
2. Click the **View Inbox**  hyperlink.
3. Click the assigned task from you action list.
4. Click the arrow  to collapse the inbox.
5. To cancel or reassign tasks, click on the "Inbox Items Assigned to Worker" tab.

### Manage Business Processes for Worker

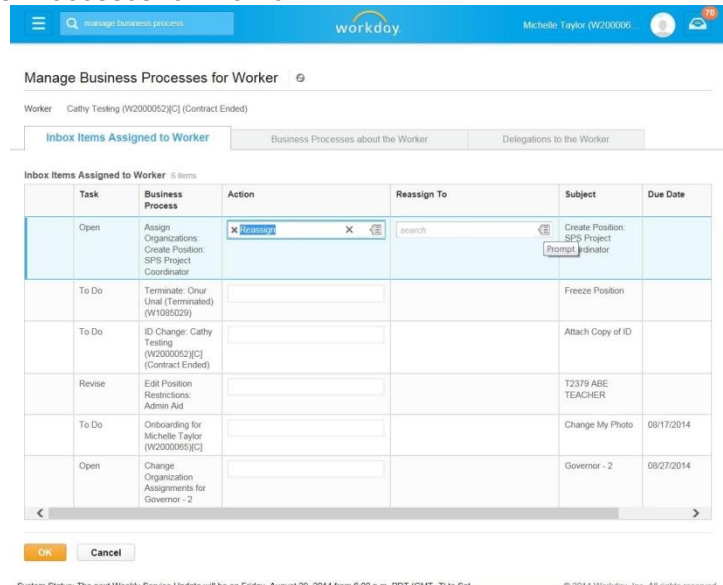


Task	Business Process	Action	Reassign To	Subject	Due Date
Open	Legal Name Change: Cathy Testing (W2000052)(C) (Contract Ended)	<input type="text" value="search"/>	<input type="text" value="search"/> Cancel Reassign	Cathy Testing (W2000052)(C) (Contract Ended)	
Open	Preferred Name Change: Cathy Testing (W2000052)(C) (Contract Ended)	<input type="text"/>		Cathy Testing (W2000052)(C) (Contract Ended)	
Open	Personal Information Change: Cathy Testing (W2000052)(C) (Contract Ended)	<input type="text"/>		Cathy Testing (W2000052)(C) (Contract Ended)	
Open	Onboarding for Cathy Testing (W2000052)(C) (Contract Ended)	<input type="text"/>		Onboarding for Cathy Testing (W2000052)(C) (Contract Ended)	
Open	Contract Change: Cathy Testing (W2000052)(C) (Contract Ended)	<input type="text"/>		Cathy Testing (W2000052)(C) (Contract Ended)	
Open	Onboarding for Cathy Testing (W2000052)(C) (Contract Ended)	<input type="text"/>		Onboarding for Cathy Testing (W2000052)(C) (Contract Ended)	

6. In the Action column, type or select the prompt to either an action (i.e.), cancel or reassign).



## Manage Business Processes for Worker



7. If you are reassigning the task, type or use the prompt to select the reassigned worker.

8. Click the **OK**  button.

9. Click the **Submit**  hyperlink.



**Tip:** If you do not want to submit the request at this point, you can also click Cancel to cancel the process and start at another time.

10. Click the **Done**  hyperlink.


11. The System Task is complete.

## Check the Status of a Business Process

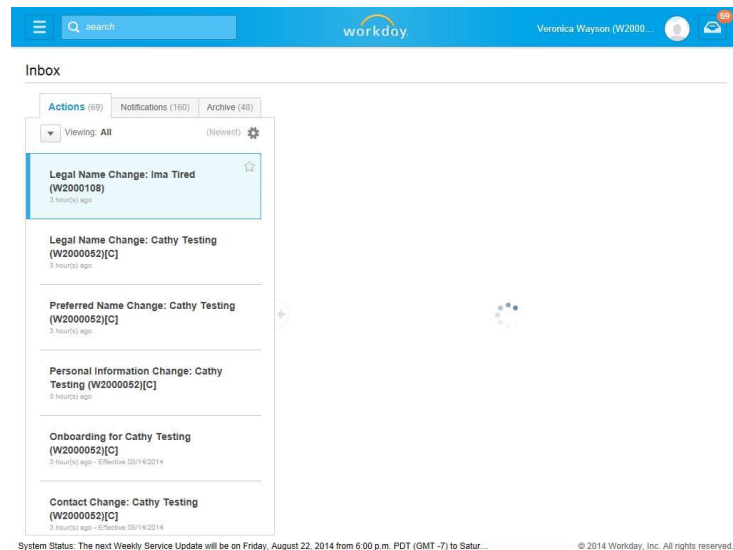
The status of a business process event can be checked at any time by going to the **Archive** tab within the Inbox of the person who initiated the event.

The procedure to check the status of a business process event follows.

### Procedure:

1. Select the Inbox  button.
2. Click the **View Inbox**  hyperlink.

#### Inbox



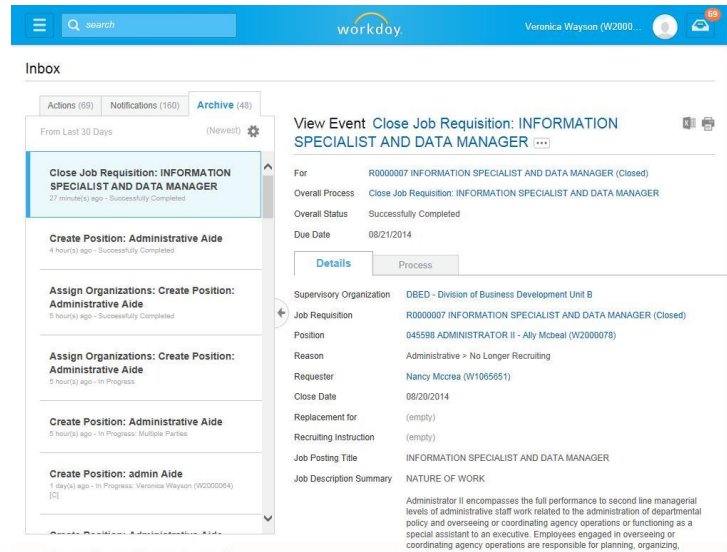
3. Click the **Archive**  tab.



**Information:** The **Archive** tab shows all items initiated by you. You can select an item and view the status on the right hand side of the screen.



## Inbox



The screenshot shows the Workday interface. On the left is the 'Inbox' with a list of actions. The first action is 'Close Job Requisition: INFORMATION SPECIALIST AND DATA MANAGER' (27 minutes ago - Successfully Completed). Below it are several 'Create Position: Administrative Aide' actions. The main panel on the right shows the details for the selected 'Close Job Requisition' process. The 'Overall Status' is 'Successfully Completed'. The 'Details' tab is active, showing information about the job requisition, position, and the administrative aide role.

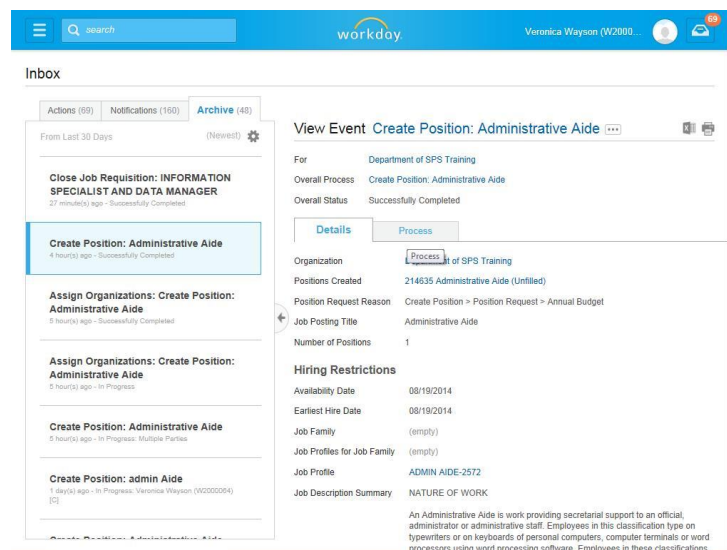
4. Select the item for which you want to view status.
5. Review the transaction details on the Details tab, if desired.
6. Review the Overall Status field at the top-left side of the transaction page.



**Information:** The overall status of a business process displays as....

- “Successfully Completed” when required steps in the process are have been completed.
- “In Progress” when there are some tasks awaiting action by someone in the business process routing.

## Inbox



The screenshot shows the Workday interface. On the left is the 'Inbox' with a list of actions. The first action is 'Close Job Requisition: INFORMATION SPECIALIST AND DATA MANAGER' (27 minutes ago - Successfully Completed). Below it are several 'Create Position: Administrative Aide' actions. The main panel on the right shows the details for the selected 'Create Position: Administrative Aide' process. The 'Overall Status' is 'Successfully Completed'. The 'Details' tab is active, showing information about the organization, positions created, and the administrative aide role.

7. To view the status of individual tasks in a business process, click the **Process**



## Inbox

**Inbox**

Actions (59) Notifications (160) Archive (45)

From Last 30 Days (Newest)

**Close Job Requisition: INFORMATION SPECIALIST AND DATA MANAGER**  
50 minute(s) ago - Successfully Completed

**Create Position: Administrative Aide**  
4 hour(s) ago - Successfully Completed

**Assign Organizations: Create Position: Administrative Aide**  
4 hour(s) ago - Successfully Completed

**Assign Organizations: Create Position: Administrative Aide**  
5 hour(s) ago - In Progress

**Create Position: Administrative Aide**  
5 hour(s) ago - In Progress: Multiple Parties

**Create Position: admin Aide**  
1 day(s) ago - In Progress: Veronica Wayson (W2000064) [C]

**Create Position: Administrative Aide**  
1 day(s) ago - In Progress: Veronica Wayson (W2000064) [C]

**View Event Create Position: Administrative Aide ...**

For Department of SPS Training

Overall Process Create Position: Administrative Aide

Overall Status Successfully Completed

Details Process

Process History 9 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Create Position	Create Position	Step Completed	08/19/2014 08:58:40 AM		Veronica Wayson (W2000064) [C]	
Change Organization Assignments for Worker	Change Organization Assignments for Worker	Submitted	08/20/2014 09:35:42 AM		Veronica Wayson (W2000064) [C] (Initiator)	
Create Position	Consolidated Approval by HR Partner	Approved	08/20/2014 10:09:30 AM		Tuba Buyu (T1000442) (HR Partner)	
Create Position	Consolidated Approval by Appointing Authority Partner	Approved	08/20/2014 10:11:06 AM		Bill Murray-T (T1000560) (Appointing Authority Partner)	
Create Position	Consolidated Approval by Budget and Finance Partner	Not Required				
Create	Review	Approved	08/20/2014		Bill Murray-T	

8. Review the status, which steps have been completed/not completed and who has the step for action.
9. The System Task is complete.